



## JOB VACANCY ANNOUNCEMENT No. 2013-18

**OPEN TO:** All Interested Candidates

**POSITION:** *Sub Cashier/Visa Assistant, FSN-1415-7; FP-7\**  
Not-Ordinary Resident (NOR): \* FP pay scale to be confirmed by Washington  
Ordinary Resident (OR):  
Starting grade to be determined based on the qualifications of the candidate

**OPENING DATE:** June 20, 2013

**CLOSING DATE:** July 18, 2013

**WORK HOURS:** Full-time, 40 hrs. /week

**IMPORTANT NOTE:** ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy Tirana is seeking an individual for the position of Sub Cashier/Visa Assistant in the Consular Office.

### BASIC FUNCTION OF POSITION

Incumbent will collect fees for all consular services, Department of Homeland Security services offered at post, and is accountable for all monies received and for proper handling of all fees in compliance with Department of State regulations. The incumbent will be responsible for coordination of all correspondence from Congressional offices and the public using good judgment and must have a thorough understanding of U.S. immigration law and be able to interpret official guidance as it relates to all visa categories and visa ineligibilities. The incumbent will also assist with the management of post's social media outreach programs and maintain post's website; extensive file maintenance and disposition. Heavy contact with the public required.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact Etleva Halili at Ext. 3297

### QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. **EDUCATION:** At least two years of college or university study in Law, Liberal Arts, Social Sciences, Business, Management, International Relations/Studies, or Foreign Language is required in order to have sufficient skills to analyze, interpret and apply regulatory or legal information.
2. **EXPERIENCE:** Minimum of 2 (two) years of experience with U.S. immigration law and/or U.S. visa processes or a minimum of two years of experience in similar work involving customer service and the application of complex regulatory or legal material is required. Minimum of 1 (one) year of experience handling clerical accounting or bookkeeping is required. Minimum of 1 (one) year experience working with the public is required..
3. **LANGUAGE:** Level IV English (fluent) proficiency is required. Level IV Albanian (fluent) proficiency is also required.
4. **KNOWLEDGE:** Candidate must have good knowledge of cash collection regulations and must be able to work under continuous pressure. Must maintain confidentiality of records.

5. **SKILLS and ABILITIES:** Must have ability to use complex computer programs, including experience with webpage editing software and specialized software (e.g. desktop publishing and graphic design software). Good knowledge of computer experience in Microsoft Windows and Office (including Microsoft Access), and advance knowledge of Excel. Prior experience with webpage editing software is required. Demonstrated speed and accuracy in written English and Albanian; Ability to provide professional and courteous customer service.

**NOTE: Unless you meet all specified requirements you will not be considered.**

## **SELECTION PROCESS**

When fully qualified, US Citizen Eligible Family Members (USEFMs), and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. Selected candidate will be required to undergo both a medical and security clearance prior to employment

## **TO APPLY**

Interested applicants for this position **must submit the following** or the application will not be considered:

1. Application for employment (DS-174) as a Locally Employed (LE) Staff or Family Member, which can be found on the Embassy Web site by clicking here: [http://photos.state.gov/libraries/albania/146570/pdfs/UAE\\_DS\\_174.doc](http://photos.state.gov/libraries/albania/146570/pdfs/UAE_DS_174.doc) and the Embassy Main gate; plus
2. Candidates who claim US Veteran's preference must provide a copy of their Form DD-214 with their application
3. Candidates who claim US EFM or MOH status must include in the cover letter accompanying their application that they are claiming US EFM/MOH status, their present nationality, and name and employing section/agency of their sponsoring family member
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

## **SUBMIT APPLICATION TO**

U.S. Embassy

Rr: "Elbasanit", No. 103, Tirana, Albania

Attn: Human Resources (HR) Office

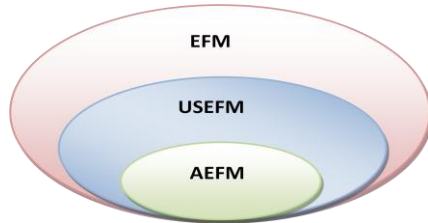
E-mail: [TiranaEmployment@state.gov](mailto:TiranaEmployment@state.gov)

Telephone: (355) (4) 2247-285 Ext. 3297

Fax: (355) (4) 2232-222

(E-mailed applications are *NOT* accepted). **Only applications received in the HR Office before the closing date of this job announcement will be considered, and only short listed candidates will be contacted. To all applicants we extend our appreciation for considering the U.S. Government in Albania as a potential employer.**

## DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.- citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form [OF-126](#), Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or

uniformed *service* member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and

- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, and other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

### **CLOSING DATE FOR THIS POSITION: 07/18/2013**

The US Mission in Tirana provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

**APPROVED: HRO/CKENNEDY**  
**CLEARED: CON/LCARR**  
**DRAFTED: HR/EHALILI**